

DD/A Registry

File

*Training*

ADMINISTRATIVE-INTERNAL USE ONLY

DDA 76-5593

MEMORANDUM FOR: Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Personnel Development/Training

REFERENCE : DDA 76-5395 from DDA to DDCI dated  
1 November 1976, Same Subject

1. The referent memo, forwarded in response to the DDCI's additional action items arising out of the 1978 Program Review, was based on the Director of Personnel's memo on the same subject which was prepared jointly with the Office of Training. I incorporated one additional aspect, however, on which I would like the Office of Training to follow up. That additional aspect is contained in paragraph 2 of the referent memo, which is attached.

2. As examples of supplemental efforts, I had in mind something as follows:

a. Promoting increased use of facilities available in the OTR Media Center;

b. Extension to other Directorates of the SBMP Program, modified as may be appropriate;

c. Increased use of libraries, perhaps stimulated by a systematic notification of new acquisitions, periodicals and professional literature;

d. Sponsorship of seminars for individuals sharing like professions. Perhaps the Center for the Study of Intelligence could serve as an appropriate vehicle in this regard, but with emphasis on new developments rather than addressing problems.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

DDA 76-5395

SUBJECT: Personnel Development/Training

e. Promoting formation of informal organizations within the Agency of personnel in like professions:

f. Periodic announcement of scheduled events sponsored by the various professional societies. This could perhaps be similar to the one distributed in connection with the SEMP Program.

3. As stated in paragraph 2 of the reference, efforts to keep Agency professional personnel abreast of current developments in their fields of specialty should not be tied exclusively to the PDP. The PDP is a very valuable managerial tool to assist in long-term development of competent executives, but we are all aware of the tendency to lose sight of long-term goals in our day-to-day lives. Yet daily there are new developments in most of the professions and we should ensure everyone, whether an executive or not, keeps current. Also, there should be some concerted effort away from the tendency to expect spoon feeding. The professionals should take some of the initiative themselves.

4. Please prepare a paper for submission to the DDCI offering recommendations for additional ways and means to enhance the proficiency of Agency professional personnel and to maintain currency of their knowledge. You need not feel restricted to the above items since they represent only my initial thoughts on the matter. Moreover, some of the above items may not be feasible. I have asked the Management and Assessment Staff to work with your Office in this effort. I would like to have the paper by the end of December.

*John F. Blake*

John F. Blake

Attachment:

DDA 76-5395 as stated

Distribution:

Original & 1 - Add. w/att. 2 - MAS wo/att.  
1 - OP wo/att.  
1 - JFB Chrono wo/att.  
1 - DDA Subject wo/att.  
1 - DDA Chrono wo/att.

DDA/MAS: [REDACTED] sh/5226 (10 November 1976)

STATINTL

ADMINISTRATIVE-INTERNAL USE ONLY

UNCLASSIFIED	CONFIDENTIAL	SECRET
<b>OFFICIAL ROUTING SLIP</b>		
<b>TO</b>	<b>NAME AND ADDRESS</b>	<b>DATE</b>
1	EO/DDA	10 NOV 1976
2	A/DDA	11 NOV 1976
3	DDA	13 NOV 1976
4		
5		
6		
<b>ACTION</b>	<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>
<b>APPROVAL</b>	<b>DISPATCH</b>	<b>RECOMMENDATION</b>
<b>COMMENT</b>	<b>FILE</b>	<b>RETURN</b>
<b>CONCURRENCE</b>	<b>INFORMATION</b>	<b>SIGNATURE</b>
<b>Remarks:</b>  <p style="text-align: center;">3 - FOR YOUR SIGNATURE PLEASE</p> <p style="font-family: cursive; font-size: 1.2em;">Jack - Inez has discussed this with Don [REDACTED], so it will be no surprise to Jerry et al. [Signature]</p>		
<b>FOLD HERE TO RETURN TO SENDER</b>		
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>		<b>DATE</b>
M&AS/DDA 7-C-18 X5225		
UNCLASSIFIED	CONFIDENTIAL	SECRET

STATINTL